

**MINUTES-REGULAR MEETING
CITY OF GODDARD
118 NORTH MAIN, GODDARD, KANSAS
MONDAY, DECEMBER 1, 2014**

The Goddard City Council met in a Regular Session at Goddard City Hall on Monday, December 1, 2014 at 7:00 p.m. with Mayor Marcey Gregory presiding. Zimmerman provided the invocation. Council members present were Larry Zimmerman, Clayton Applegate, Chris Hahn, and Jamey Blubaugh. Councilmember Torske was absent.

Also present were: Brian Silcott, City Administrator; Kyler Ludwig, Assistant City Administrator; Teri Laymon, City Clerk; Justin Givens, Community Development Director; Sam Houston, Police Chief; and Harlan Foraker, City Engineer.

APPROVAL OF THE AGENDA

MOTION: Councilmember *Blubaugh* moved to approve the agenda. Councilmember *Hahn* seconded the motion. The motion carried unanimously.

CITIZENS' COMMENTS

Roy Jones, 109 North Pine asked who is responsible for dead trees between the sidewalk and the streets. Justin Gives stated that it is the homeowner's responsibility for maintaining the property between the sidewalk and streets.

Richard Rose, 513 North Spruce stated that the City of Goddard seems to be plagued with serious tree problems. Rose suggested having an arborist or tree society of some kind do an inspection of our trees.

CONSENT AGENDA

The City Clerk submitted for approval, the minutes of the regular meeting dated November 17, 2014, and two lists of accounts payable totaling \$170,235.68.

MOTION: Councilmember *Blubaugh* moved to approve the consent agenda as amended. Councilmember *Applegate* seconded the motion. The motion carried unanimously.

CUSTODIAL RFP

Kyler Ludwig, Assistant City Administrator, stated that the City currently uses Clifton Cleaning Company for janitorial services. Ludwig said they clean the Library, Community Center, and City Hall two times a week and are paid \$575.00 per month. On October 20, 2014 staff was authorized to go out for bid for janitorial services. Staff sent out more than 20 requests for bids, and received three bids back.

Ludwig presented the bid tabulation and stated that the low bid was received from our current janitorial service provider, Clifton Cleaning Co. The RFP provided by staff to the service providers includes an extensive list of services for staff to follow up with and ensure that the level of services requested is being achieved.

Ludwig recommended the City Council approve the bid from Clifton Cleaning Company for a total of \$1,400.00 per month. Ludwig said the increased services, which include more frequent cleanings and carpet cleanings, would increase costs by \$9,900.

MOTION: Councilmember **Blubaugh** moved to approve the bid from Clifton Cleaning as presented. Councilmember **Applegate** seconded the motion. The motion carried unanimously.

FULL LANE CHANGE FOR CYCLIST AND PEDESTRIANS

Meeting the community's vision statement "A vibrant community, growing and accessible; the destination for a family oriented active lifestyle" this ordinance helps to achieve this vision.

Brian Silcott, City Administrator presented a proposed ordinance that requires drivers of vehicles to change lanes and pass only when safe when passing pedestrians and bicyclists. Silcott said in the event it is impractical to complete a full lane change the driver of a passing vehicle must reduce speed and pass with a separation distance at least three feet. When encountering a pedestrians and/or bicyclists in a no passing zone drivers are allowed to cross the centerline when passing pedestrians or bicyclists. Enforcing officers are encouraged to issue warning citations, as education of motorists is the key to roadway safety. Silcott said City Prosecutor Kristen Wheeler constructed the draft ordinance.

MOTION: Councilmember **Blubaugh** moved to waive the reading of the ordinance. Councilmember **Zimmerman** seconded the motion. The motion carried unanimously.

MOTION: Councilmember **Blubaugh** moved to adopt said ordinance. Councilmember **Zimmerman** seconded the motion.

Roll Call Vote: Zimmerman – Yes, Applegate – Yes, Hahn – Yes, Blubaugh – Yes

Thereupon, the Ordinance duly passed and the Ordinance was then duly numbered 767.

MAIN STREET TRAFFIC OPTIONS

Justin Givens stated that at the October 6, 2014 meeting, a group of citizens voiced concerns about traffic at the 4th and Main Street intersection especially during school hours. The residents felt that drivers were speeding and not paying attention to pedestrians in the crosswalks. At the direction of the Governing Body, staff analyzed the traffic patterns in the area including a full speed and vehicle count.

Givens said two traffic studies were performed, one with the placement of the Goddard Police Department speed trailer placed just south of the intersection of 4th and Main and one without the placement of the speed trailer.

Speeds were slightly higher without the speed trailer present but remained consistent and within acceptable ranges. It was also determined that approximately nine students use the intersection in the morning. One of the biggest issues is that during peak pedestrian traffic is also the peak travel time for cars and the time in which the most cars exceed the posted speed limit. No traffic calming measure will have a 100% success rate in changing the outliers speed. Based on the information gathered in the speed study, staff will be working with the school district to seek their

assistance in educating the motoring public about the dangers of speeding especially in and around a school zone.

Givens presented the following options for the Governing Body to consider in managing the speed in this area:

Givens stated the current speed on Main Street is 30 Miles per hour from Kellogg south to the 400 Block of Main Street. The traffic study seems to show that speeds increase in the 600 and 500 Block of Main Street and then begin to slow in the 400 Block. If a 20 MPH speed zone was created from Kellogg south the average would slow. This would be a fairly inexpensive process. The costs of the signs as well as an ordinance amending the speed would be required.

Main Street, especially in the 700 – 400 blocks is extremely wide. This width provides an illusion to the motoring public that higher speeds are safer. A second option would be to paint parking spots on the street. In addition to parking spots, painting bulb outs at the intersection would change the visual appearance of the roadway optimistically slowing traffic and making drivers more aware of their surroundings.

A posted speed display could be installed in the 500 Block of Main Street that would display the speed of drivers going south. Speed signs have been used as active ways to influence drivers in adhering to a speed limit. A speed sign costs roughly \$3,000 to install and would have ongoing maintenance costs.

Approximately nine children walk across this intersection a day. A signalized Pedestrian Crossing would cost approximately \$20,000 to install and would have ongoing maintenance costs.

Councilmember Blubaugh stated that he would be in favor of painting the parking spots along Main Street and reducing the speed to 20 MPH from Kellogg south to the 400 Block of Main Street.

Thereupon, an ordinance was presented to the City Council entitled:

AN ORDINANCE REGULATING TRAFFIC WITHIN THE
CORPORATE LIMITS OF THE CITY OF GODDARD,
KANSAS BY CHANGING THE SPEED LIMIT ALONG
PORTIONS OF MAIN STREET.

MOTION: Councilmember *Blubaugh* moved to waive the reading of the Ordinance. Councilmember *Applegate* seconded the motion. The motion carried unanimously.

MOTION: Councilmember *Blubaugh* moved to adopt said ordinance and to authorize the painting of Main Street as presented. Councilmember *Applegate* seconded the motion.

Roll Call Vote: Roll Call Vote: Zimmerman – Yes, Applegate – Yes, Hahn – Yes, Blubaugh – Yes

Thereupon, the Ordinance duly passed and the Ordinance was then duly numbered 768.

GOLF CART ON CITY STREETS DISCUSSION

Justin Givens stated at the October 20, 2014 City Council meeting, the Governing Body heard a request during citizens comments about allowing golf carts on city streets within the city of Goddard. Staff was directed to provide information and options on the viability of this change.

Givens said several Cities in Kansas have adopted regulations that allow for the use of non-highway vehicles on their streets. So much so, that the League of Kansas Municipalities has created a model code for cities to incorporate. Staff has presented a template from the League of Kansas Municipalities (LKM) that would allow golf carts on Goddard's roadways. For the purpose of this discussion the LKM template for allowing golf carts will be the starting point for new code for the city of Goddard. The Governing Body, at its discretion may make or require any additional regulations that they deem appropriate.

Givens added that there are several key factors to consider if the Governing Body wishes to proceed with allowing golf carts on city streets;

Per legal counsel, there is some liability exposure on the city, as golf carts are not an expected vehicle on a city street, especially outside of areas where golf carts are to be expected (golf courses). The liability of the city would be minimized by the effectuating ordinance that the Governing Body would need to adopt in order to allow golf carts on city streets. That ordinance would set limits on where, when and who can operate a golf cart on a city street or path.

No driver of a golf cart should be allowed to operate the vehicle on a city street or path without the same liability requirements of the other drivers that they are sharing the road with. Section 6 of the Model Code provides for such requirements.

The City should enforce general operating regulations for golf carts if they are to be allowed on the city streets or paths. Items to be considered should include but be not limited to: (1) a minimum age to operate; (2) daytime operating signalization; (3) nighttime operating signalization and lights if at all; (4) operating streets and ways;

The City should require at a minimum a registration program that requires; (1) Proof of Insurance; (2) Inspection of lights and turn signals and general roadworthiness of the cart.

Thereupon, an ordinance was presented to the City Council entitled:

**AN ORDINANCE AUTHORIZING THE OPERATION OF GOLF CARTS
ON THE STREETS WITHIN THE CORPORATE LIMITS OF THE CITY OF
GODDARD, KANSAS, PROVIDING FOR RELATED MATTERS,
INCLUDING PENALTIES FOR VIOLATION THEREOF; AND, PROVIDING
FOR THE REPEAL OF CONFLICTING PROVISIONS**

MOTION: Councilmember *Blubaugh* moved to waive the reading of the Ordinance. Councilmember *Zimmerman* seconded the motion. The motion carried unanimously.

MOTION: Councilmember *Blubaugh* moved to adopt said ordinance. Councilmember *Zimmerman* seconded the motion.

Roll Call Vote: Applegate – No, Zimmerman – Yes, Hahn – No, Blubaugh – Yes

Mayor Gregory voted No to break the tie vote.

YMCA WELLNESS REWARDS PLAN

Kyle Ludwig stated that since July of 2014 the City's Employee Wellness Committee has been discussing options to motivate employees to participate in healthy lifestyle activities. Ludwig said the wellness committee consists of certain employees from all departments of the City. The committee put together a proposal based on public and private sector businesses within the Wichita metropolitan area. The committee focused on making the rewards low cost to the City, while still trying to find incentives to help motivate employees to be engaged in personal wellness.

Ludwig said the Wellness Committee felt that the City should focus on four types of activities throughout the year including the wellness screenings, health assessment, the YMCA Corporate Challenges and the Lunch and Learns which are planned by the committee, which focus on areas of concern, found during the wellness screenings.

Under the proposed plan, attendance at these events will help earn points towards City branded t-shirts/polos, and allow employees to trade up to two sick days for wellness days each year. A wellness day is taken from sick time, but used like vacation days. This shift from sick to wellness days allows the employee greater flexibility in how they use this time.

The proposed plan would be for the 2015 year, and would be revised prior to January of 2016.

Ludwig presented the financial impact on the program and stated that sick time is already budgeted and wellness days would not have an impact on our proposed budget. Goddard T-shirts are also budgeted for already, but they would be allocated by an employee's willingness to participate.

It was the consensus of the governing body to proceed with the wellness awards program and staff will draft a formal plan for adoption at a future City Council meeting.

DISCUSSION OF RESIDENTIAL INCENTIVE PACKAGE

Brian Silcott stated there have been several statements made during Governing Body Comments to discuss development of a residential incentive program. Silcott asked the City Council for any suggestions or comments on the subject matter and that unless directed by the Governing Body Staff would continue to monitor economic conditions but not pursue any policy development.

Councilmember Blubaugh said he would like to have a comparison of what other cities are doing along with the results of their growth (population and dollar amount) since implementation. Brian Silcott noted that it would also be important to compare active developments and Builders. As a marketing tool, Blubaugh said he would like to see a cash back or rebate to draw people to Goddard.

Mayor Gregory expressed her concern for giving incentives to new buyers and then have to allocate the cost to existing citizens.

Councilmember Hahn said he would look at anything that might bring residential development to the Goddard area as long as it makes economic sense.

Discussion ensued regarding the net revenues per utility customer, commercial development and the marketing of residential development.

No action was taken

CITY ADMINISTRATORS REPORT

The City Administrator reviewed the following City Administrator's report dated December 1, 2014.

Honorable Mayor and City Council;

Below is a highlight of items of note, which are currently underway.

Goddard Development & Growth: An announcement on the Goddard Destination Development hotel flag is anticipated this week. Staff continues to work on attracting new business to our community. Additional residential neighborhood options for new construction is an issue that will increase commercial opportunities within the City.

STAR Bond Revenue Distribution: The City has received the first distribution of money dedicated to STAR Bond repayment. This first distribution is for Months May through October and totals \$963,971.76. The STAR Bond total issuance is \$30 million with a rate of 6.375%. Bond repayment begins in 2015 with annual payment dates of June 1st & December 1st through 2034. The 2015 STAR Bond debt service payment will total \$1,285,625 and will average \$2.76 million per year from 2016-2033 with a final payment due June 1, 2034. There is also a reserve fund of \$2.7 million to cover any shortfalls. The first distribution covers only one retailer and reflects a strong position as more retailers are added to the district.

Purchase Policy Update: City Clerk Teri Laymon is putting the finishing touches on a draft purchase policy update for review and comment at the December 15th regular meeting. The draft plan consolidates the purchase card policy and the purchase policy.

Community Plan Action Agenda: I hope to have this item completed for presentation at the December 15th regular meeting and for discussion at the 2015 Governing Body work plan session. The action agenda is a to-do-list of things that incorporates the actions needed to be undertaken by the City organization in support of the Community Plan. The action agenda are not policy statements. The proposed actions of the City are included in a separate document precisely because, unlike policy statements, they are subject to change and updating. Unlike like the community plan and its vision, an action item often goes away upon completion. The action agenda is a set of potential programs for the implementation of the community plan which is identified in the City's work plan and budget process.

2015 Governing Body Work Plan: I will follow-up later this week to schedule a workshop date to develop the 2015 plan. The 2014 work plan calls for adoption of the 2015 plan this December.

Tobacco Free Parks & Public Buildings: This item was rescheduled for review and comment on December 15th. The ordinance would prohibit the use of tobacco and e-cigs in parks and public

space, including all City buildings. Most of the locations are adjacent to existing USD 265 tobacco free zones.

Comprehensive Plan Update: The update is slated for approval by the Planning Commission at their December 11th regular meeting. The City Council will likely consider adoption at a January meeting.

Zoning Code Update: The Planning Commission will also consider an update to the zoning code. This will occur at the Planning Commission's January 8th regular meeting with the City Council considering the item in a March regular meeting.

Traffic Impact Study: City Engineer Harlan Foraker, Director of Community Development Justin Givens, and I hosted the pre-proposal meeting with interested traffic engineering firms. Below is a full draft timeline for the entire project from traffic study to construction. This is an estimate and requires complex calculations for area traffic impact. The study time and KDOT review will drive the schedule as will engineering of the signalization to accommodate the anticipated traffic.

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| Request for Qualification Advertised | November 17, 2014 |
| Pre-Proposal Meeting | 1pm CST December 1, 2014 |
| Responses to Due from the City | 4pm CST December 11, 2014 |
| Proposals Due to the City | 2pm CST December 22, 2014 |
| Short List Presentations (if necessary) | December 2014 – January 2015 |
| Contract Negotiated with the City | December 2014 – January 2015 |
| Council Approval of the Qualified Vendor | December 2014 – January 2015 |
| Conduct Traffic Study | January 2015 – March |
| Present Findings to Governing Body | March – April |
| KDOT Review | March – April |
| Engineer of Geometrics for Signalization | April – September |
| Bid Process for Construction | September – October |
| Construction of Signalization | October 2015 – January 2016 |

Springhill Lift Station: The lift station's vent was replaced in house saving the City several hundred dollars. The primary lift pump that was repaired continues to work. It is not known how long this temporary repair will last. As reported last meeting (11/17) Assistant City Administrator Kyler Ludwig plans to present a request to repair or replace the sanitary sewer back-up pumps. Kyler is currently seeking additional bids for consideration at the December 15th regular meeting.

Park Board Appointments: Please submit the names of potential board members to Mayor Gregory or the City Administrator as Mayor Gregory would like to visit with potential board

members before making a formal recommendation to the City Council for approval. To date we have four interested citizens.

Christmas Lighting Ceremony & Breakfast with Santa: The lighting ceremony is planned for Saturday, December 6th at 6pm on the Library lawn. The Eisenhower High School Madrigals will be singing carols from 6:15 to 7:15 in the Library. Breakfast with Santa is Saturday, December 13th from 9 am to 11am at the Goddard High School.

Upcoming Events

Holiday Celebration & Tree Lighting is December 6th at 6pm on the Library Lawn.

Library Board Meeting, December 8th at 7pm in the Library Commons.

Municipal Court Arraignment, December 9th, 7pm in the City Council Chambers.

Planning Commission Regular Meeting, December 11th, 7pm in the City Council Chambers.

Breakfast with Santa, December 13th, 9am at the Goddard High School.

Regular City Council Meeting, December 9th, 7pm in the City Council Chambers.

Municipal Court Trial Docket, December 15th, 1pm in the City Council Chambers.

Municipal Court Arraignment, December 23rd, 7pm in the City Council Chambers.

Respectfully Submitted,

Brian

Brian W. Silcott,
City Administrator

GOVERNING BODY COMMENTS

Councilmember Applegate asked if there was any new information regarding the transition of the Truck Stop. Brian Silcott responded that there is no new news.

Councilmember Applegate commented on the new water bill format.

Councilmember Blubaugh reiterated that he would like to see pricing on the taping of City Council meetings.

Councilmember Blubaugh stated he would like to be able to search the minutes easier on the web site.

Councilmember Blubaugh stated he would like to see a formation of a committee for incentives and separate meetings for special projects.

Councilmember Blubaugh directed staff to stop the trash service at the truck stop.

EXECUTIVE SESSION

MOTION: Councilmember *Blubaugh* moved to recess into executive session after a five-minute break pursuant to non-elected personnel to discuss specific personnel matters to include the City Administrator. The City Council will reconvene

the open meeting in the City Council Chamber at 9:20 p.m. Councilmember *Applegate* seconded the motion. The motion carried unanimously.

The City Council recessed into Executive Session at 9:00 p.m. and reconvened at 9:20 p.m. Mayor Gregory announced that no binding action was taken in executive session.

MOTION: Councilmember *Blubaugh* moved to authorize the City Administrator to award up to 4% merit increase for 2015. Councilmember *Applegate* seconded the motion. The motion carried unanimously.

ADJOURNMENT

MOTION: Councilmember *Blubaugh* moved to adjourn the regular meeting. Councilmember *Zimmerman* seconded the motion. The motion carried unanimously.

*Meeting adjourned at 9:23p.m.
Teri Laymon, City Clerk*